



State Data Management System (SDMS)

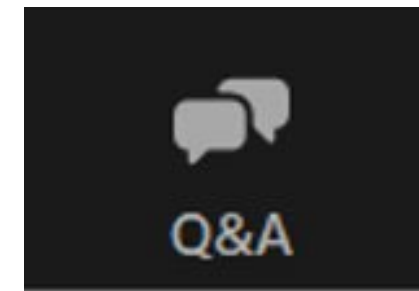
SAT® School Day

Ohio Department of Education & Workforce



Housekeeping

- Please use the Q&A feature on Zoom for any questions. There will be a Q&A after the presentation.
- If your question addresses a unique circumstance or needs further information to address, we will follow-up via email.
- Our session is being recorded. The recording and a copy of the presentation will be shared via email and a link posted on www.collegeboard.org/ohio



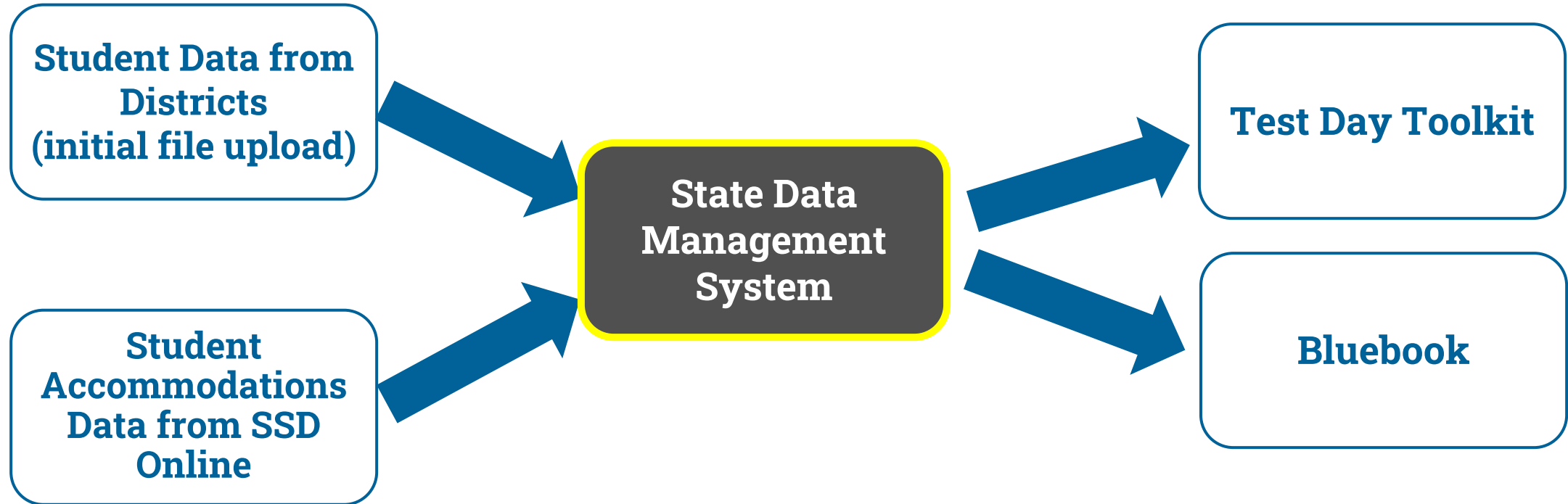
Student Registration – Spring 2024

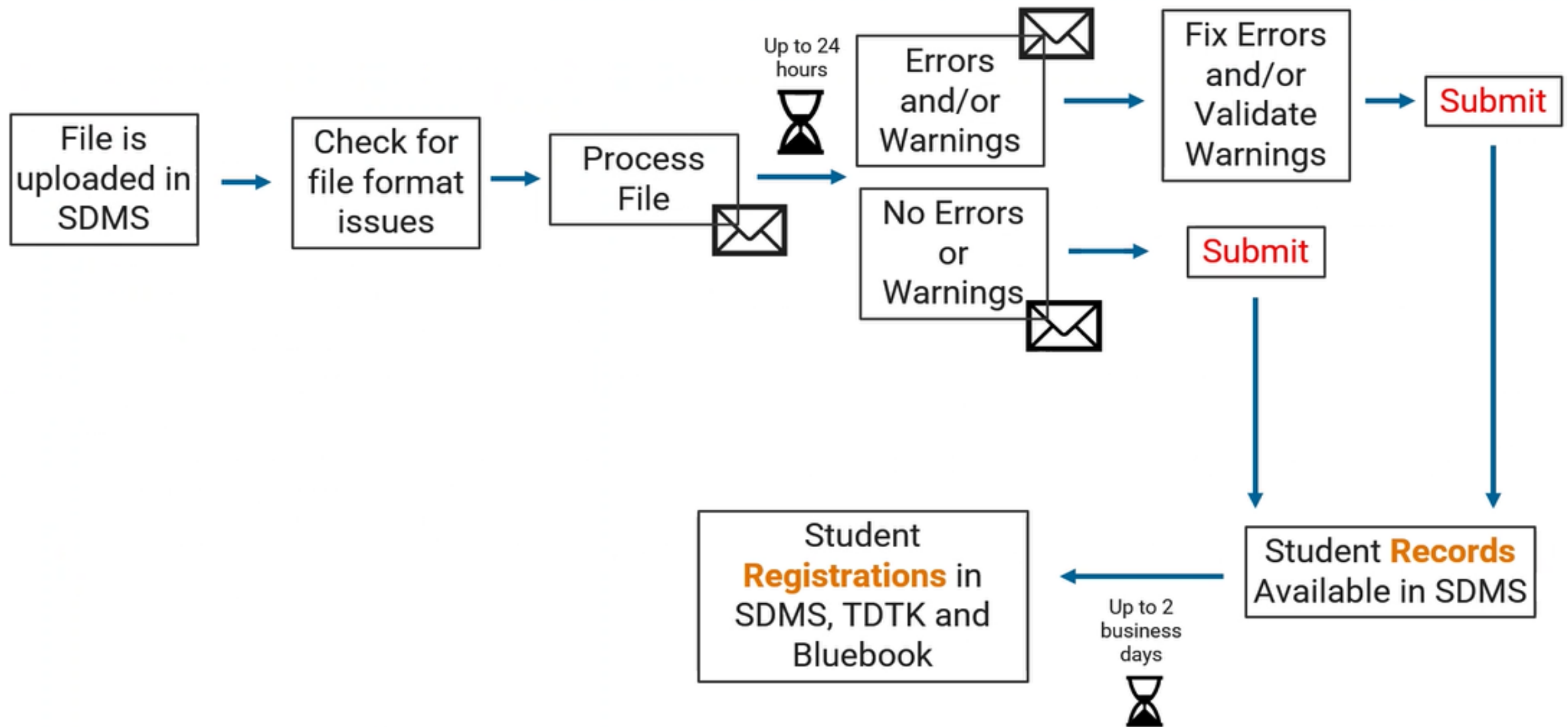
- Spring SAT is NOT ordered via SSOR. Students are registered, and their data subsequently managed, through College Board's State Data Management System (SDMS).
- College Board sent an email January 30th granting district assessment coordinators (DACs), school test coordinators, SSD coordinators, and technology coordinators access to SDMS.
- Instructions and templates for registering students will be provided with that access.

SDMS Function Review

- **Data from SDMS integrates with accommodations data from SSD Online**
 - Approved accommodations will appear in the student's record in SDMS
 - Approved accommodations may be waived in SDMS if a student chooses and their guardian consents
- **Student rosters from SDMS automatically populate Test Day Toolkit**
- **Student data in SDMS determines the generation of a student's test in Bluebook**

State Data Management System (SDMS) Function





Access to SDMS

Using the State Data Management System (SDMS)

Districts and schools will be granted access to SDMS on January 30th

There will be no student data in the system at that time.

Student data will be visible after the initial upload by the district.

SDMS has different permissions for different levels of users.

District-level users will be able to:

- Add students
- Delete Students
- View, manage and download student roster

School-level users will be able to:

- View student registrations and associated accommodations, if applicable
- Waive student accommodations (stays in SSD Online, but just not used for this administration)
- Match a student's registration to their record in SSD Online, if needed

School-level users (School Test Coordinator, School Data Coordinator) have access to add and delete students but should only do so at direction of DAC.

Changes to a student's accommodations record must be done through SSD Online
Must be done no later than 4 days prior to when the student will be testing

Step-by-Step through SDMS

1. Invitation Email & Initial User Login

The diagram illustrates the process of accessing the State Data Management System (SDMS). It starts with an invitation email on the left, which contains instructions and a yellow button labeled "Access State Data Management System". A blue arrow points from this button to the login page on the right. The login page features the CollegeBoard logo, a "Sign In" heading, and input fields for "Email Address" (containing "thusband@collegeboard.org") and "Password" (masked with dots). There is also a "Remember my email address" checkbox and a large blue "Sign In" button at the bottom.

Now's the time to use the State Data Management System (SDMS) to submit student data electronically and securely.

Access State Data Management System (SDMS)

1. Click the button below and sign into your College Board professional account.

Access State Data Management System

You can also paste [this personalized link](#) into your browser.

SDMS Access Tips

- If you don't have a College Board professional account, create one after clicking the **Access State Data Management System** button above.
- If you sign in successfully, but don't land on a page that has State Data Management System as the header, click the **Access State Data Management System** button in this email again.
- This email is just for you, so please don't forward it. Each SDMS user will receive their own unique access email.

Contact Us

If you have questions, email us or call 877-348-5728.

Email Us

Thank you. We couldn't do this without you.

Sincerely,

College Board

CollegeBoard

Sign In

Email Address

thusband@collegeboard.org

Password

.....

☐ Remember my email address

Sign In

School level Access

View Student Roster – Student Details

The student roster view – in addition to providing the option to download that roster – provides the most options to adjust what columns you see, apply filters, and manage the density of information on the screen.

The screenshot displays the 'Student Roster' view. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The left sidebar contains 'Filters' and 'Advanced Filters'. The main area shows a table of student details. A red circle highlights the 'Columns', 'Filters', 'Density', and 'Download Roster' options in the top right of the table area.

| First Name | Last Name | SSD ID | State Studen... | Accommodations | Birthdate | MI | Gra... | Gen... | AI Code | School N... | Testing S... | Test Mode | Registrati... | Tes... |
|------------|-----------|------------|-----------------|----------------|--------------|----|--------|--------|---------|--|--------------|-----------|---------------|--------|
| + Kevin | Husband | 1235896 | | | 5/11/2006 | K | 11 | M | 529030 | WARREN WOODS TOWER HIGH SCHOOL | | PPT | | |
| + Kevin | Husband | 1235896 | | | 5/11/2006 | K | 11 | M | 529030 | CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL | | | | |
| + Madhan | Moole | 456 | | | Invalid Date | M | 11 | M | 529030 | | | | | |
| + Betsy | Ross | 2312182... | 3311223344 | | 10/16/2008 | | 11 | F | 529030 | CRIPPLE CREEK-VICTOR JUNIOR- | | PAPER | | |

1 row selected

Rows per page: 25 1-5 of 5

Manage Students: Waiving Accommodations

If a student is approved for accommodations in SSD Online but would like to waive them for their Spring 2024 test administration, SSD Coordinators are able to do this in SDMS.

- Navigate to the student's profile in SDMS.
- Use the toggle switch next to each of the student's accommodations listed under their "student details" to waive any that the student does not want to use.
- We recommend that the school obtain the request to waive accommodations in writing from the student's parent/guardian or the student (if 18 or older).
- Accommodations must be waived no later than 4 days prior to the student's test to make sure the student's test package is configured properly.



Manage Students – Force Match

If a student's SDMS registration data does not exactly match their demographic data in SSD Online, a match will not occur and that student's approved accommodations will not appear in SDMS, nor, as a consequence, in Test Day Toolkit or their exam in Bluebook.

If you are certain the student in SDMS is the same student associated with a particular SSD ID in SSD Online, you may “force match” these students by entering the SSD ID from SSD Online in the SSD ID field in SDMS under that student's “student details”. This will generate the confirmation prompt on the next slide to confirm.

The screenshot shows the 'Student Details' form in the SDMS system. At the top, there are navigation links: 'Customize', 'Filters', 'Density', 'Download Roster', and 'Show Deleted Students'. Below these is a table header with columns: 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Birthdate', 'MI', 'Grade', 'Gender', 'AI Code', and 'School Name'. The form itself contains several input fields: 'Middle Initial', 'Last Name*' (with the value 'TestFifteen'), 'dateofbirth*' (with the value '01/11/2005'), 'Grade*' (with the value '11th Grade'), 'Gender*', and a 'Home Schooled' checkbox. At the bottom, there is an 'SSD ID' field, which is circled in red, and an 'Accommodation' field. Action buttons include 'Delete', 'Transfer', 'Reset', and 'Save'.

Manage Students – Force Match (part 2)

Are you sure?

The entered SSD ID will be used to match this student to a student record in SSD Online. You should confirm this is the student's accurate SSD ID from SSD Online before proceeding to ensure a student receives their correct accommodations on test day.

Cancel

 Force Match

Manage Students **Reminder** – Locked Records Cannot be Managed

The screenshot displays the 'Manage Students' interface. At the top, a dark blue navigation bar contains links for 'Resources', 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. On the right side of this bar are a notification bell and a 'Roles' link. Below the navigation bar, the left sidebar features a 'Filters' section with input fields for 'First Name', 'Last Name', and 'State Student ID', followed by an 'Advanced Filters' section with an 'AI Code' field. The main content area has a toolbar with 'Customize', 'Filters', 'Density', and 'Download Roster' options, along with a 'Show Deleted Students' link. Below the toolbar is a table header with columns: 'Last Name', 'First Name', 'SS...', 'State Student ID', a lock icon, 'Acc...', 'Birthdate', 'MI', 'Grade', 'Gender', 'AI Code', and 'School Name'. A yellow warning banner with a lock icon and the text 'The record is still under progress' is positioned above the table. Below the warning is the 'Student Details' form, which includes fields for 'First Name *' (Luis), 'Middle Initial' (E), 'Last Name *' (Meyet), 'dateofbirth *' (07/06/2000), 'Grade *' (11th Grade), 'Gender *' (Male), and a 'Home Schooled' checkbox. At the bottom of the form, there are fields for 'SSN ID' and 'Accommodation'.

For example, when a record has been recently added, this warning may appear until it is fully processed.

District level Access

1. Step-by-Step through SDMS

1. Invitation Email & Initial User Login

The diagram illustrates the process of accessing the State Data Management System (SDMS). It starts with an invitation email on the left and leads to a login page on the right, connected by a blue arrow.

Invitation Email Content:

Now's the time to use the State Data Management System (SDMS) to submit student data electronically and securely.

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- This email is just for you, so please don't forward it. Each SDMS user will receive their own unique access email.

Contact Us

If you have questions, email us or call 877-348-5728.

Email Us


Thank you. We couldn't do this without you.

Sincerely,

College Board

CollegeBoard

Login Page Content:



Sign In

Email Address

thusband@collegeboard.org

Password

.....

☐ Remember my email address

Sign In

2. Step-by-Step through SDMS

2. Dashboard

CollegeBoard

Hi, Tania

HomeRegister StudentsManage StudentsStudent Roster

2

Roles

TOTAL STUDENTS

SAT School Day no essay

1/6/2024 4:48:51 PM - Last bulk data or student record updated

View Student Roster

| | | |
|---|--------------------------------------|----------------------|
| State | Total School Count With Registration | Exam Setup Complete |
| Colorado Department of Education Initiative | 1 | 0 |
| | Total Registrations | Total Started Test |
| | 2 | 0 |
| | Registration by Grade | Total Submitted Test |
| | 11th 2 Students | 0 |

PSAT 10

1/6/2024 4:48:51 PM - Last bulk data or student record updated

View Student Roster

| | | |
|---|--------------------------------------|---------------------|
| State | Total School Count With Registration | Exam Setup Complete |
| Colorado Department of Education Initiative | 1 | 0 |

3. Step-by-Step through SDMS

3. Register Students: Bulk Upload or Individual Addition

TOTAL STUDENTS

Upload File

Add a Student

SAT School Day no essay

1/6/2024 4:48:51 PM - Last bulk data or student record updated

View Student Roster

| | | |
|---|--------------------------------------|----------------------|
| State | Total School Count With Registration | Exam Setup Complete |
| Colorado Department of Education Initiative | 1 | 0 |
| | Total Registrations | Total Started Test |
| | 2 | 0 |
| | Registration by Grade | Total Submitted Test |
| | 11th 2 Students | 0 |

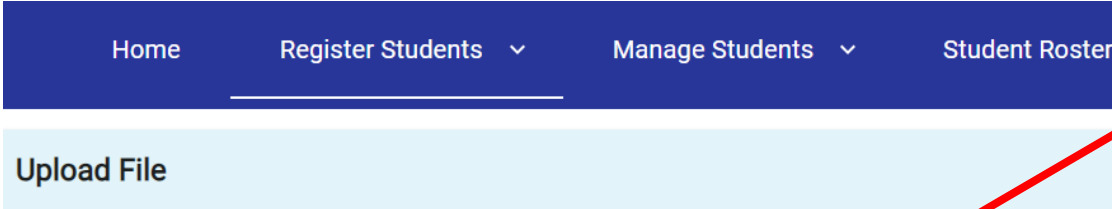
PSAT 10

1/6/2024 4:48:51 PM - Last bulk data or student record updated

View Student Roster

4. Step-by-Step through SDMS

4. Bulk Upload Data File



- 1 Upload your CSV file
Make sure the file you are uploading is in CSV format and it was created from the provided template. Only one upload can be "in flight" at a time.

📁 Drag and Drop a file, or [browse](#)

[Continue](#) [Back](#) [Cancel](#)

- 2 File format check
We'll check the format of your file once the upload is complete
- 3 Data Errors and Warnings Check
We'll check the details of your data once the file format check is complete

CSV Template Provided

- Download and save on your computer
- Enter Student Data
- Upload as CSV File

Fields:

- Mandatory:
 - Test Indicator (i.e., which test)
 - AI Code
 - Student First Name
 - Student Last Name
 - Student Date of Birth
 - Student Grade
 - Student Gender
 - State Student ID
- Optional: Other IDs, Demographics

5. Step-by-Step through SDMS

5. Correct any formatting errors

Home Register Students Manage Students Student Roster

Upload File

Great work! **2023_2024_SDMS_1 Record Test Clean.csv** was successfully uploaded

! Your file has formatting errors
Please fix these 2 file format errors and then upload the file again

- AC Additional Column
Ethn
- MC Missing Column
Ethnicity Other hisp/lat

Continue Back Cancel

3 Data Errors and Warnings Check
We'll check the details of your data once the file format check is complete

It is easy to avoid this error: use the CSV template provided.

- Download and save on your computer
- Enter Student Data
- Upload as CSV file

Do not add, delete, move, or rename any columns.

If you do receive this error, review your file, fix the formatting errors listed on the screen, click “back”, and then upload your corrected file.

6. Step-by-Step through SDMS

6. Receive confirmation there are NO formatting errors

Home Register Students Manage Students Student Roster

Upload File

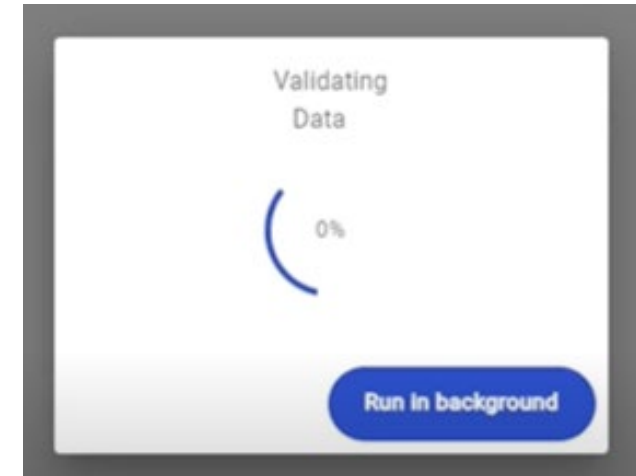
Great work! [2023_2024_SDMS_Student Data TEST HAPPY PATH.csv](#) was successfully uploaded

2 All file format checks passed, Total Students: 36
Double check, make sure these counts are correct before proceeding

| By Grade: 36 | By Assessment: 36 |
|------------------|--------------------|
| 9th 12 Students | PSAT89 12 Students |
| 10th 7 Students | PSAT10 7 Students |
| 11th 17 Students | SAT 17 Students |
| 12th 0 Students | |

Continue Back Cancel

Press "Continue" to validate your DATA.



(this may take up to 24 hours)

7. Step-by-Step through SDMS

7. Review any data warnings and errors

Home Register Students Manage Students Student Roster

Upload File

Great work! 2023_2024_SDMS_Student Data TEST HAPPY PATH.csv was successfully uploaded

Nice going! All file format checks passed

3 Data Errors and Warnings Check

! Your file has these 36 formatting errors
You must fix these errors or upload a clean file

Download Report Fix Errors

! Your file has these 36 formatting warnings
You may review these warnings and fix if necessary, but this is not a barrier to proceeding.

Fix Warnings

Continue Back Cancel

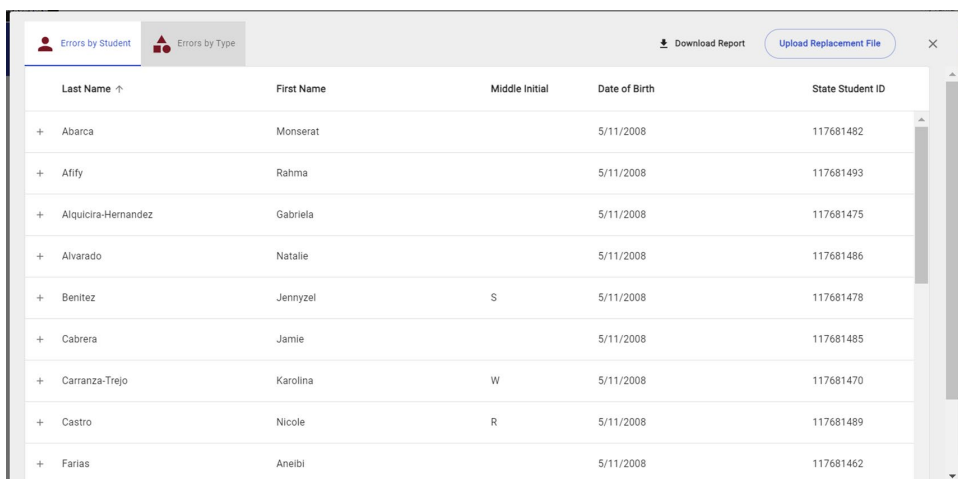
Warnings: review and fix if necessary, but not a barrier to submitting registration

Errors: must be fixed to submit registration. Two methods:

- Download error report, correct your CSV data file, click “back” to then upload your corrected file and proceed again through format and data validation
- Click the blue button with the wrench that says “Fix Errors” and correct them directly within SDMS (next slide)

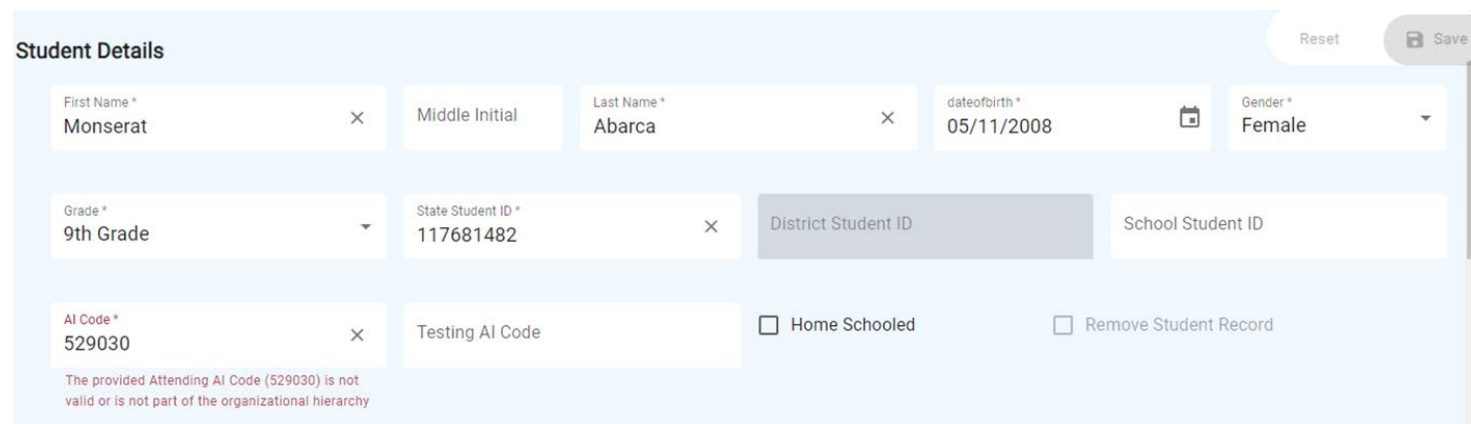
8. Step-by-Step through SDMS

8. Correcting data errors in SDMS directly



| Last Name ↑ | First Name | Middle Initial | Date of Birth | State Student ID |
|-----------------------|------------|----------------|---------------|------------------|
| + Abarca | Monserat | | 5/11/2008 | 117681482 |
| + Afify | Rahma | | 5/11/2008 | 117681493 |
| + Alquicira-Hernandez | Gabriela | | 5/11/2008 | 117681475 |
| + Alvarado | Natalie | | 5/11/2008 | 117681486 |
| + Benitez | Jennyzel | S | 5/11/2008 | 117681478 |
| + Cabrera | Jamie | | 5/11/2008 | 117681485 |
| + Carranza-Trejo | Karolina | W | 5/11/2008 | 117681470 |
| + Castro | Nicole | R | 5/11/2008 | 117681489 |
| + Farias | Aneibi | | 5/11/2008 | 117681462 |

- A. Sort:** Click whether you want your errors sorted by student or type of error
- B. Click on any listed record**
- C. Student details** will show and explain the error that must be fixed



Student Details

First Name * Monserat Middle Initial Last Name * Abarca dateofbirth * 05/11/2008 Gender * Female

Grade * 9th Grade State Student ID * 117681482 District Student ID School Student ID


AI Code * 529030 Testing AI Code ☐ Home Schooled ☐ Remove Student Record

The provided Attending AI Code (529030) is not valid or is not part of the organizational hierarchy


9. Step-by-Step through SDMS

9. Submit

Upload File




Great work! **2023_2024_SDMS_1 Record Test Clean.csv** was successfully uploaded




Nice going! All file format checks passed

3

Data Errors and Warnings Check



No errors proceed to submit
Your file has no errors



No Warnings proceed to submit
Your file has no warnings

Submit

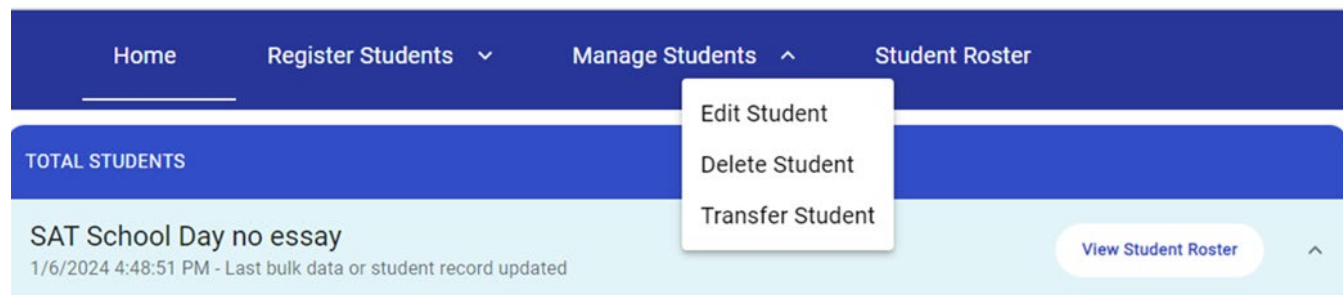
Back

Cancel

10. Step-by-Step through SDMS

10. From Initial Upload to 3 Days Before Testing:

Review and repeat uploads and/or revise registrations in SDMS as necessary



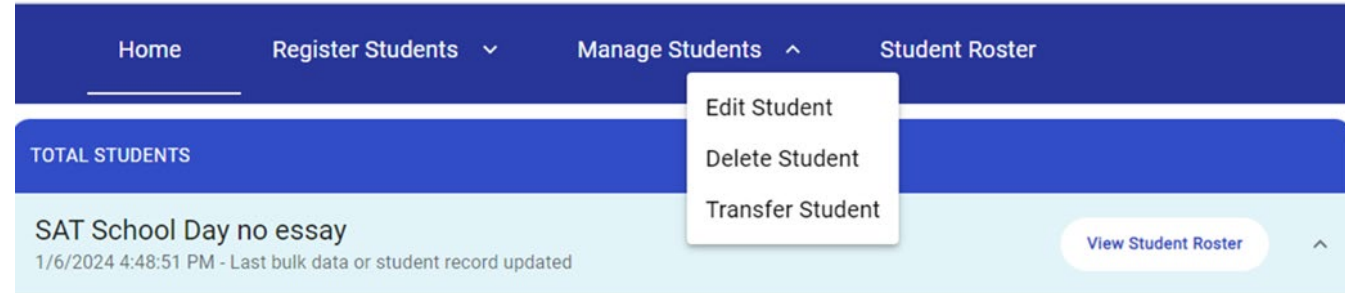
Schools may change student registrations up to three days before testing to allow for their test package to be generated for them in **Bluebook** and appear for proctors in **Test Day Toolkit**.

District-Level may either:

- Upload either just the “deltas” (students designated for addition, deletion, or revision) or an entire complete registration file (last submission controls).
- Select “Manage Students” on the masthead in SDMS (pictured above) and follow the prompts to make individual changes directly in SDMS. This method will be common for waiving accommodations. The following slides will show “Manage Students” in more detail. (schools can add or delete students individually but should do so only at the direction of the district).

Manage Students: Accessing the Record

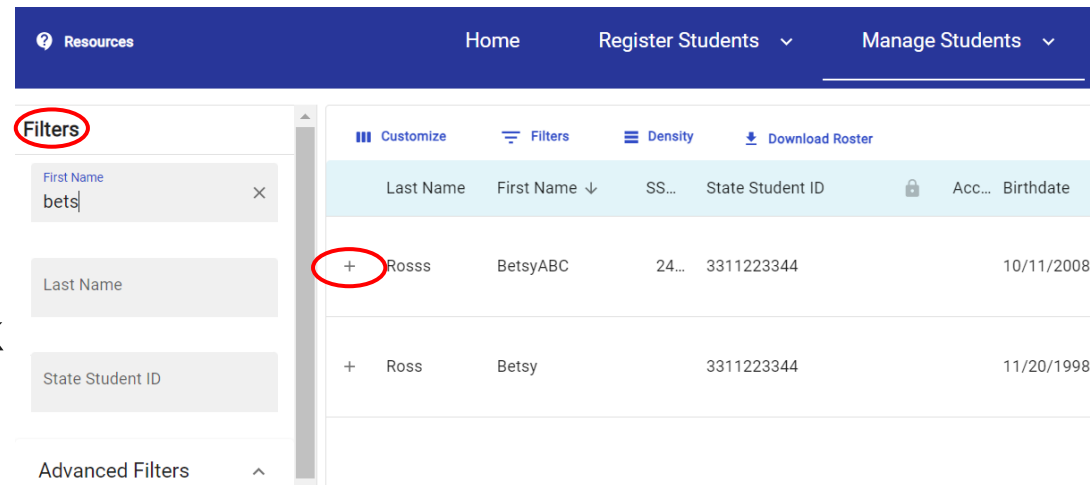
A. Click Manage Student



B. Select as appropriate:

- 1) Edit Student – waive accommodations, edit other fields in student record, as permitted
- 2) Delete Student – student will no longer test in their original registered district, as permitted
- 3) Transfer Student (**DTC Only**) – student remains in the district, but at different school

C. Use the filters at left to search for the student (name or SSID), then click the “+” sign next to their name



Manage Students: Available Functions

Click “**Delete**” and confirm to delete (no further steps to discuss)

District Assessment Coordinators **only** can select “**Transfer**” and follow steps on next slides to transfer student within district

Scroll down to **edit** fields in student details, including to see and **waive** any listed accommodations or **force match** a student’s registration with their SSD ID (discussed after slides showing transfer function)

The screenshot displays the 'Manage Students' interface. On the left, a 'Filters' sidebar contains input fields for 'First Name' (with 'bets' entered), 'Last Name', 'State Student ID', and 'AI Code'. The main area shows a table of students with columns for 'Last Name', 'First Name', 'SS...', and 'State Student ID'. A student with 'Last Name: Ross' and 'First Name: Betsy' is highlighted. Below the table, there are buttons for 'Delete' (circled in red), 'Transfer' (circled in red), 'Reset', and 'Save'. Below these buttons, the 'Student Details' section (also circled in red) shows a form for 'First Name *' with 'Betsy' entered, and a 'dateofbirth *' field.

Manage Students: Transfer Students

Complete the “New School” fields, and click the blue button bottom right.

Transfer Student - Betsy Ross

Current School

AI Code

529030

State School ID

3311223344

Organization

CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL

District Name

CRIPPLE CREEK-VICTOR RE-1

District Code

46020

New School

attending schoolcode

060005

State School ID


Organization


District Name

District Code

Cancel

↔ Transfer Betsy Ross

 CollegeBoard

 Department of
Education &
Workforce

29

Adjust Your View: Expand or Collapse Summary

Note: What appears in your summary depends on whether viewing as state, district, or school, as does your ability to filter what you see: all districts in state, all schools within district, all students within a school

Home

Register Students

Manage Students

Student Roster

Filters

First Name

Last Name

State Student ID

Advanced Filters

AI Code

State School Code

School Name

State Summary

1/9/2024 6:07:10 PM - Last bulk data or student record updated

VIEW DETAILS

School

District

^

State

CO

Total Count With Registrations

2

Exam Setup Complete

0

Registration By Grade:

9 1 Student

Registration By Assessment:

PSAT 8/9 1 Student

Total Registrations

6

Total Started Test

0

PSAT 10 0 Students

SAT 4 Students

Total Submitted Test

0

Columns

Filters

Density

Download Roster

Show Deleted Students

| First Name | Last Name | SSD ID | State Studen... | Accommodations | Birthdate | MI | Gr... | Gen... | AI Code | School N... | Testing S... | Test Mode | Registrati... | Tes... |
|------------|-----------|---------|-----------------|----------------|-----------|----|-------|--------|---------|--------------------------------|--------------|-----------|---------------|--------|
| + | Kevin | Husband | 1235896 | | 5/11/2006 | K | 11 | M | 529030 | WARREN WOODS TOWER HIGH SCHOOL | | PPT | | |

Home

Register Students

Manage Students

Student Roster

Filters

Last Name

husband

State Student ID

Advanced Filters

AI Code

State School Code

School Name

State Summary

1/9/2024 6:11:03 PM - Last bulk data or student record updated

Columns

Filters

Density

Download Roster

Show Deleted Students

| First Name | Last Name | SSD ID | State Studen... | Accommodations | Birthdate | MI | Gr... | Gen... | AI Code | School Na... | Testing Sc... | Test Mode | Registrati... | Te... |
|------------|-----------|---------|-----------------|----------------|-----------|----|-------|--------|---------|--|---------------|-----------|---------------|-------|
| + | Kevin | Husband | 1235896 | | 5/11/2006 | K | 11 | M | 529030 | WARREN WOODS TOWER HIGH SCHOOL | | PPT | | |
| + | Kevin | Husband | 1235896 | | 5/11/2006 | K | 11 | M | 529030 | CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL | | | | |

View Student Roster – District Filter

CollegeBoard

Hi, Tania

HomeRegister StudentsManage StudentsStudent Roster

Filters

First Name

Last Name

State Student ID

Advanced Filters

AI Code

State School Code

School Name

Selected District Summary

1/9/2024 6:18:53 PM - Last bulk data or student record updated

VIEW DETAILS: SchoolDistrict

State

CO

Total Count With Registrations

1

Exam Setup Complete

0

Registration By Grade:

91 Student

100 Students

113 Students

Registration By Assessment:

PSAT 8/91 Student

PSAT 100 Students

SAT3 Students

District

WARREN WOODS PUBLIC SCHOOLS

Total Registrations

4

Total Started Test

0

Total Submitted Test

0

District Code: 46020

| District Code | District Name | Grade | Registered Students |
|---------------|-----------------------------|---------|---------------------|
| 46020 | WARREN WOODS PUBLIC SCHOOLS | 9,10,11 | 2 |
| 46020 | WARREN WOODS PUBLIC SCHOOLS | 9,10,11 | 2 |
| 46020 | WARREN WOODS PUBLIC SCHOOLS | 9,10,11 | 2 |

View Student Roster – Student Details

The student roster view – in addition to providing the option to download that roster – provides the most options to adjust what columns you see, apply filters, and manage the density of information on the screen.

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| First Name | Last Name | SSD ID | State Student ID | Accommodations | Birthdate | MI | Gra... | Gen... | AI Code | School N... | Testing S... | Test Mode | Registrati... | Tes... |
|------------|-----------|------------|------------------|----------------|--------------|----|--------|--------|---------|--|--------------|-----------|---------------|--------|
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| + Betsy | Ross | 2312182... | 3311223344 | | 10/16/2008 | | 11 | F | 529030 | CRIPPLE CREEK-VICTOR JUNIOR- | | PAPER | | |

1 row selected

Rows per page: 25 1-5 of 5

View Student Roster – Manage Columns in View

CollegeBoard

Hi, Tania

HomeRegister StudentsManage StudentsStudent Roster

Filters

First Name

Last Name

State Student ID

Advanced Filters

AI Code

State School Code

School Name

Columns

Find column

Column title

Detail panel toggle

First Name

Last Name

SSD ID

State Student ID

Record Lock

Accommodations

Birthdate

MI

Grade

Gender

AI Code

Hide all

Show all

Download Roster

Show Deleted Students

| First Name | Last Name | SSD ID | State Student ID | Accommodations | Birthdate | MI | Grade | Gender | AI Code | School Name | Testing S... | Test Mode | Registrati... | Tes... |
|------------|-----------|------------|------------------|----------------|--------------|----|-------|--------|---------|--|--------------|-----------|---------------|--------|
| | | 1235896 | | | 5/11/2006 | K | 11 | M | 529030 | WARREN WOODS TOWER HIGH SCHOOL | | PPT | | |
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| | | 456 | | | Invalid Date | M | 11 | M | 529030 | | | | | |
| | | | | | | | | | | CRIPPLE CREEK-VICTOR JUNIOR- | | | | |
| + Betsy | Ross | 2312182... | 3311223344 | | 10/16/2008 | | 11 | F | 529030 | | | PAPER | | |

1 row selected

Rows per page: 251-5 of 5

View Online Registration Roster – Multi-Faceted Filters

The screenshot displays the CollegeBoard online registration roster interface. The top navigation bar includes the CollegeBoard logo, a user profile for 'Hi, Tania', and navigation links: Home, Register Students, Manage Students, and Student Roster. The 'Student Roster' link is active.

On the left, a 'Filters' sidebar contains input fields for First Name, Last Name, State Student ID, AI Code, State School Code, and School Name. Below these is an 'Advanced Filters' section with a plus icon.

The main area shows a table of student data. Above the table, there are tabs for Columns, Filters, Density, and Download Roster, along with a 'Show Deleted Students' link. The table has columns: Last Name, SSD ID, State Student ID, Accommodations, Birthdate, MI, Grade, Gender, AI Code, School Name, Testing Score, Test Mode, Registration Date, and First Name. A filter modal is open over the table, showing three filters: 'First Name starts with Filter value', 'Last Name starts with Filter value', and 'Test Mode starts with Filter value'. The modal includes 'Add filter' and 'Remove all' buttons.

The table data is as follows:

| Last Name | SSD ID | State Student ID | Accommodations | Birthdate | MI | Grade | Gender | AI Code | School Name | Testing Score | Test Mode | Registration Date | First Name |
|-----------|------------|------------------|----------------|--------------|----|-------|--------|---------|---|---------------|-----------|-------------------|------------|
| Moole | 456 | | | Invalid Date | M | 11 | M | 529030 | WARREN WOODS TOWER HIGH SCHOOL | | PPT | | Kevin |
| Ross | 2312182... | 3311223344 | | 10/16/2008 | | 11 | F | 529030 | CRIPPLE CREEK-VICTOR JUNIOR-HIGH SCHOOL | | PAPER | | Betsy |

At the bottom of the table, it says '1 row selected' and 'Rows per page: 25'.

Screens are mockups, final views may vary

View Student Roster – Field Level Menu Options

CollegeBoard

Hi, Tania

HomeRegister StudentsManage StudentsStudent Roster

Filters

First Name

Last Name

State Student ID

Advanced Filters

AI Code

State School Code

School Name

ColumnsFiltersDensityDownload Roster

First Na...Last Name ↑SSD IDState Studen...AccommodationsBirthdateMIGra...Gen...AI CodeSchool N...Testing S...Test ModeRegistrati...Tes...

↑ Sort by ASC

↓ Sort by DESC

★ Pin to left

★ Pin to right

▼ Filter

👁 Hide column

☰ Manage columns

| | | | | | | | | |
|----------|---------|-----------------------|--------------|----|----|--------|--|-------|
| Husband | 1235896 | 5/11/2006 | K | 11 | M | 529030 | WARREN WOODS TOWER HIGH SCHOOL | PPT |
| Husband | 1235896 | 5/11/2006 | K | 11 | M | 529030 | CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL | |
| + Madhan | Moole | 456 | Invalid Date | M | 11 | M | 529030 | |
| + Betsy | Ross | 2312182... 3311223344 | 10/16/2008 | 11 | F | 529030 | CRIPPLE CREEK-VICTOR JUNIOR- | PAPER |

1 row selected

Rows per page: 251-5 of 5

View Student Roster – Sort

The screenshot displays the CollegeBoard Student Roster interface. At the top, there is a navigation bar with links to Home, Register Students, Manage Students, and Student Roster. The Student Roster link is active. On the left, there is a Filters sidebar with input fields for First Name, Last Name, State Student ID, AI Code, State School Code, and School Name. The main area shows a table of students with columns for Last Name, SSD ID, State Student ID, Accommodations, Birthdate, MI, Grade, Gender, AI Code, School Name, Testing Mode, Test Mode, Registrations, and First Name. The 'Last Name' column header is circled in red, indicating it is the current sort criterion. The table lists four students: Kevin (Husband, SSD ID 1235896, Warren Woods Tower High School), Kevin (Husband, SSD ID 1235896, Cripple Creek-Victor Junior-Senior High School), Madhan (Moole, SSD ID 456, Invalid Date, Cripple Creek-Victor Junior-Senior High School), and Betsy (Ross, SSD ID 231218, State Student ID 3311223344, 10/16/2008, Cripple Creek-Victor Junior-Senior High School). The bottom of the table shows '1 row selected' and 'Rows per page: 25'.

| Last Name | SSD ID | State Student ID | Accommodations | Birthdate | MI | Grade | Gender | AI Code | School Name | Testing Mode | Test Mode | Registrations | First Name |
|-----------|---------|------------------|----------------|--------------|----|-------|--------|---------|--|--------------|-----------|---------------|------------|
| Husband | 1235896 | | | 5/11/2006 | K | 11 | M | 529030 | WARREN WOODS TOWER HIGH SCHOOL | PPT | | | Kevin |
| Husband | 1235896 | | | 5/11/2006 | K | 11 | M | 529030 | CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL | | | | Kevin |
| Moole | 456 | | | Invalid Date | M | 11 | M | 529030 | CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL | | | | Madhan |
| Ross | 231218 | 3311223344 | | 10/16/2008 | | 11 | F | 529030 | CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL | PAPER | | | Betsy |

Screens are mockups, final views may vary

View Student Roster – Density

CollegeBoard

Hi, Tania

HomeRegister StudentsManage StudentsStudent Roster

Filters

First Name

Last Name

State Student ID

Advanced Filters

AI Code

State School Code

School Name

ColumnsFiltersDensityDownload RosterShow Deleted Students

| First Name | Last Name | State Student ID | Accommodati... | Birthdate | MI | Gra... | Gen... | AI Code | School N... | Testing ... | Test Mode | Registrat... | Tes... |
|------------|-----------|------------------|----------------|--------------|----|--------|--------|---------|--|-------------|-----------|--------------|--------|
| Kevin | + Husband | 1235896 | | 5/11/2006 | K | 11 | M | 529030 | WARREN WOODS TOWER HIGH SCHOOL | | PPT | | |
| Kevin | + Husband | 1235896 | | 5/11/2006 | K | 11 | M | 529030 | CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL | | | | |
| Madhan | + Moole | 456 | | Invalid Date | M | 11 | M | 529030 | CRIPPLE | | | | |

1 row selected

Screens are mockups, final views may vary

Resources

**For assistance,
reach out to us.**

**STATE SAT/EXAM Customer Support
(866-609-2205)**

**STATE Email Support
OHSAT@collegeboard.org**

Questions & Answers

Thank you!

